



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
September 18, 2023**

Call to Order and Roll Call:

The meeting was called to order by President Jennifer Wheeler at 7:30 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Titus Smith III.

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Office Administrator.

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Two (one via Zoom; one in person).

All present recited the Pledge of Allegiance following establishment of quorum.

Rumple read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Suhay

2nd Rock

A roll call vote was taken.

Yeas: Mark, Pisano, Rock, Rumble, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Wheeler thanked the estate of David N. Reinhard for distributing a sizeable donation to the Library Trust in August. Wheeler thanked Kristen Tait for noticing and reporting damage to the temporary entrance ramp on September 10.

Board comments: Rock relayed the positive comments she heard about the Library during a recent neighborhood block party.

Staff Anniversaries: Rock recognized the following staff anniversaries: Diana Ancog (2 years of service), Beverly Banks (2 years), Brandon Bolek-Toubeaux (22 years), Ethan Cronkite (2 years), David Dapkus (6 years), Sinjin Green (2 years), Alyssa Gudenburr (1 year), Patricia Henricks (6 years), Jessica Hoeck (6 years), Jeff Jimison (6 years), Haylie May (2 years), Vicki Sower (16 years), Lynn Szykiel (4 years), and Elizabeth Volpe (18 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 78-79 of the September Board packet. The library will close on September 22 for Staff Development Day.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on September 11. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 14 of the September Board packet. The next meeting of the Finance Committee will take place on Monday, October 9, 2023, at 4:00 p.m. in the Delos Board Room.

Around \$260,000 will be added to the fund balance. This is primarily due to conservative budgeting for staff expenses.

Building Committee:

Suhay reported that the Building Committee met on September 13. Present were Mark, Suhay, Craft, and Miller. Full minutes from this meeting are on page 18 of the September Board packet. The next meeting of the Building Committee will take place on Monday, October 23 at 4:00 p.m. in the Jeanne Lloyd Room.

The Board looked at two bird safe window hardware options, which the Building Committee did not recommend pursuing.

The Phase 3 architect Merritt Cieslak Design (MCD), recommended preserving a former ramp line in the form of a raw and unfinished 2" recessed channel above where the new ramp will be constructed. This line would have a different slope than the new ramp. MCD intended this to pay homage to the 1980 Birkerts addition. The Phase 3 contractor recommended instead making this line flush with the wall and skim coating it, which would add about \$2500 to the project cost. The Board agreed it would look unfinished, and that there is not a need to pay homage to the 1980 construction. Birmingham resident Sheila Brice commented that residents who relied on the former ramp out of necessity do not have fond memories of the difficult outdoor incline, and agreed with the Board in not choosing to honor it in the new construction.

Motion to not proceed with honoring the 1980 ramp and to maintain a flat wall where the old ramp was, with a skim coat.

1st Suhay

2nd Mark

A voice vote was taken.

Yeas: Mark, Pisano, Rock, Rumple, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of this report are on pages 19-31 of the September Board packet.

Miller reported final Summer Reading statistics (p. 21-25). Facility improvements included stability repairs to the temporary ramp, connection of lighting above the temporary ramp, and wood guards made in the Idea Lab to protect the drywall under interactive displays in the Youth Room.

Craft reported that Head of DEI at the Oak Park Public Library (Illinois), Stephen Jackson will present a session on Restorative Justice in Libraries workshop during the September 22 staff development day.

Librarian Mick Howey is the new chair of the Metronet Electronic Services Committee. Craft noted how Howey has become an expert in Overdrive and has been sharing his knowledge with staff here and at MetroNet libraries. Sinjin Green has been promoted from Page to Teen Library Assistant, taking over for Faith Whitted. Stuart Sturton has been promoted from Substitute Librarian to part-time Adult Services Librarian.

Craft has requested wish list items from staff earlier this year to better prepare for the next budget cycle in January.

6. Liaisons

Friends: Ryndee Carney reported the Friends closed their fiscal year on August 31 with \$26,013.29 in assets, and gave the Library \$50,095.72 throughout the year. The Friends Board put together a 5-year comparison from 2019 to this year and found 2023 was a return to pre-pandemic levels of goodwill and used media revenue.

The Friends held a bag sale on Saturday, September 16 and made around \$600. Carney gave special thanks to Michelle Hollo, whose bookmark and button creation from used books has generated \$1400 in revenue.

The Friends have selected the name "The Friends Bookshop" for their new sale space name.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update. Full details of this report are on pages 33-72 of the September Board packet. The front entrance has been completely excavated. Work has begun on the new ramp and elevator shaft.

The first floor women's restroom must close for two weeks beginning October 2, and staff are working on a solution for ease of restroom access.

The Library's construction budget is satisfactory. Credits were dispensed to the contingency budget for landscaping, HVAC, and glass revisions.

8. New & Miscellaneous Business:

2024 Calendar:

After approval in the August Board meeting, three instances of Board meetings still conflicted with holidays where there should be no Board activity. The proposed 2024 holiday calendar with these corrections is found on page 75-76 of the September Board packet. Rock noted that the corrections were not reorganized in chronological order, and should be made so.

Motion to approve the 2024 Library calendar as found on page 75-76 of the September 2023 Board Packet, reorganized to chronological order.

1st	Pisano
2nd	Mark

A voice vote was taken.
Yeas: Mark, Pisano, Rock, Rumble, Suhay, Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

9. Unfinished Business: None.
10. Items Removed from Consent Agenda: None.
11. Information Only: See pages 77-81 of the September 2023 Board packet.
12. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Rock

A voice vote was taken.
Yeas: Mark, Pisano, Rock, Rumble, Suhay, Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:32 p.m. The next regular meeting is scheduled for Monday, October 16, 2023, at 7:30 p.m. in the Delos Board Room.

Danielle Rumble, Secretary

Date